



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

INFORMATIONAL LETTER 696

DATE: April 1, 2008
TO: All Consumer Directed Attendant Care Providers
FROM: Iowa Department of Human Services, Iowa Medicaid Enterprise
RE: DUES DEDUCTIONS FOR AFSCME LOCAL 1100 MEMBERS

If you are a Consumer Directed Attendant Care provider, and you are a member and/or want to become a member of the American Federation of State, County, and Municipal Employees (AFSCME) Iowa Council Local 1100, please review this letter and the 2 attached forms.

AFSCME Dues Deduction

AFSCME has informed us that if you have signed a green dues deduction card, you have agreed to have dues deducted from your Medicaid payments. In addition you may have authorized AFSCME to make other deductions. Due to Federal Medicaid rules, the Iowa Medicaid Enterprise is not able to deduct the dues. However, we can assist in the process by sending your Medicaid payments to an intermediary selected by AFSCME to perform the dues and other deductions. AFSCME has selected BMGI to perform the dues deduction.

We will ONLY send your Medicaid check to the AFSCME/BMGI account for payment and dues deduction if you expressly authorize us to do so, by completing and returning to us the enclosed forms. The 1st form is called "*Electronic Funds Transfer (EFT) Authorization Form For Payment to Business Agent*", and has an IME logo at the top.

Please return your completed forms as soon as possible but **no later than May 1, 2008**. More instructions are listed below.

In order for IME to accommodate the AFSCME dues and other deductions, this is how the process will work:

1. You will send your Medicaid claim to IME the same way and to the same address as you have always done before.
2. IME will process your claim in the same way as in the past and under the same time frames.
3. You will receive a remittance advice (an explanation of your claim processing) from IME just as you always have in the past. The amount on the remittance advice will reflect your total Medicaid payment – which will be larger than the amount you receive from AFSCME/BMGI, after the dues are deducted. The difference between the amount on the statement from IME and the check you receive, will be the amount of the dues or any other deductions you have authorized.
4. If you agree and authorize it (by returning the attached IME form), your Medicaid payment will be transferred by electronic funds transfer to a Wells Fargo bank account, managed by BMGI.

5. BMGI/AFSCME will deduct the AFSCME dues and then forward your payment to you.
6. You will be able to choose how you want to receive the payment from BMGI/AFSCME – either by a paper check in the US Mail, or by Electronic Funds Transfer.
 - **If you complete and sign the IME form authorizing your payment to be sent to AFSCME/BMGI, please complete and sign the second form "*Consumer Directed Attendant Care Providers – AFSCME members BMGI/AFSCME Form*" with the AFSCME logo at the top.** This form will tell BMGI/AFSCME where to send your check – either to you in the mail, or to your personal bank account as an EFT. They need you to send this information so that they will know how you want to be paid.
7. **Send both forms to the IME as soon as possible but no later than May 1, 2008.** Both forms can be **faxed to the IME at 515-725-1155 or mailed in the enclosed self-addressed, stamped envelope.** IME will forward the AFSCME form to BMGI. For your information, the mailing address is:

IME Provider Services
Provider Enrollment
PO Box 36450
Des Moines, Iowa 50315

NOTICE: This process may add 1 to 3 days to your payment processing time.

You may discontinue your authorization for IME to forward your payments to BMGI/AFSCME at anytime by giving written notice to both IME and AFSCME. When your written, signed authorization is received by the IME, the transfer to BMGI/AFSCME will be discontinued within 60 calendar days.

For questions related to the processing of your Medicaid claim or Medicaid remittance advice, please contact IME Provider Services at 1-800-338-7909 (outside Des Moines) or for local Des Moines telephone calls, dial 515-725-1004.

For questions related to the deduction of dues and any other items from your payment, please contact AFSCME Iowa at 1-800-372-6054.